

<b>PUBLIC EMPLOYEES' RETIREMENT SYSTEM</b> PERS-HRD-88 (Rev. 7/89) (PC)		<b>Title of Position</b> Process Engineering Associate
<b>POSITION DUTY STATEMENT</b> Please refer to Job #6705/JH on the application		<b>Division</b> Information Technology Services Branch Innovation Services Division
<b>INSTRUCTIONS:</b> The Executive Officer is required by Government Code Section 18805 to report (or to record) "... material changes in the duties of any position in his jurisdiction." The Position Duty Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the proportion of total work time occupied. Prepare copies for employee assigned to the position and his/her supervisor.		<b>Location of Headquarters</b> 400 P Street, Sacramento, CA 95814
		<b>Class Title of Position</b> Associate Information Systems Analyst (Specialist)
		<b>Position Number</b> 275-815-1470-701 (1283)
		<b>Effective Date</b> September 19, 2005
Percent of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities:	
	Under the general supervision of the Business Engineering Manager, this position is responsible for analyzing business processes throughout the enterprise to develop and recommend process changes and technology solutions that will provide operational efficiencies and improved customer service for the organization.	
45%	Documents relevant business processes including inputs, outputs, work performed and actors. Analyzes current systems. Determines user and stakeholder needs. Determines and documents business problems. Gathers data on and documents background for business problems including effects, causes, and current status in the environment. Defines alternative solutions and performs economic analysis and cost/benefit analysis on recommended solutions. Identifies required process changes and produces models of business processes. Performs business process reengineering.	
30%	Identifies specific processes to be supported by identified technical solutions. Defines functional objectives, training requirements, and internet/intranet requirements for new/modified automation projects. Defines user interfaces and screen flows for GUI-based applications. Identifies system interfaces and performance requirements. Specifies the data to be stored by the application and processes to be performed. Develops report requirements. Conducts and documents JAD sessions.	
10%	Maintains understanding of customer's business environment, equipment and procedures as they relate to the need for information systems resources and services. Assists in the research, evaluation, and selection of IT products and services.	
10%	Establishes training plans. Develops and produces training materials and trains users.	
5%	Participates in a wide variety of special projects as determined by branch needs.	